
PROGRAM MANAGEMENT PLAN

NATIONWIDE ARMY NATIONAL GUARD FACILITIES SUPPORT PLAN

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A. INTRODUCTION

1. The Army National Guard (ARNG) uses a wide variety of resources to execute its Sustainment, Restoration, Modernization (SRM), Environmental, and Military Construction (MILCON) programs. These include , State contracts, the United States Property and Fiscal Officer (USPFO), US Army Corps of Engineers (Corps) geographical districts General Services Administration and other Federal agencies. While they continue to utilize these resources to meet specific needs, the National Guard Bureau (NGB) has requested that the Mobile District (SAM) establish the ARNG Facilities Support Center (AFSC) as an additional Federal engineering resource. The AFSC's function will be to coordinate the provision of Corps goods and services, to include master planning, geo-spatial and topographical services, project management, programming support, acquisition strategy, contract administration, project design and review, charrettes, construction management, quality assurance, technical support, and training. The benefits of such a support center include creation of a Corps point of contact for ARNG facilities programs, establishment of an expert source on ARNG programs, access to alternative project development and management tools, access to a streamlined procurement process, and improved program execution.

2. Nonetheless, initially, unless NGB grants a specific exception in writing, the AFSC shall only provide services (and then only if they are specifically requested) in the following areas: master planning, geo-spatial and topographical, Facility Composer (PAX), planning and design charrettes, criteria and design review (to be provided to NGB only), and access to Indefinite Delivery Indefinite Quantity (IDIQ) contracts. This restriction does not apply to any work established under a previous or a new relationship an ARNG installation established or decides to establish with Mobile District that is not funded by NGB.

3. The Memorandum of Agreement (MOA) signed by the NGB and the Corps provides for Corps support nationwide and throughout the commonwealth and territories of the US to the ARNG through a facilities support center located at Mobile District. This Program Management Plan (PgMP) serves as a roadmap for that support center and its Project Delivery Team (PDT) to meet the requirements of the MOA. It provides the general framework and strategies for that support and establishes the roles and responsibilities of the program's participants. While it is intended that this support, managed by SAM, cross Corps Division/District boundaries, this PgMP does not supersede any existing agreement, interaction or support provided by local districts to the ARNG, or preclude local districts from performing work for the ARNG. Moreover, nothing in it requires the ARNG to use the Corps' goods and services, or requires the Corps to provide any goods and services to the ARNG, except as agreed. This PgMP is a working agreement between the ARNG and the Corps that will be periodically reviewed and updated, as agreed by all parties, to better serve the ARNG.

B. ROLES AND RESPONSIBILITIES

1. National Guard Bureau

a. Provide funds for costs associated with SAM's provision of goods and services, including program/project management, technical support, planning, design, contract supervision and administration, construction inspection, claims, travel and other tasks mutually agreed upon. Reimbursable costs also include all costs to procure additional new contract vehicles, including Architect-Engineer (A-E), Service, Design-Build, Indefinite Delivery/Indefinite Quantity (IDIQ), Job Order Contract and others; and related expenses, to include funds required to satisfy the guaranteed minimum for award as required by EFARS 16.504.

b. Establish and fund an advisor to the Director of Military Programs at Corps' headquarters, (HQUSACE).

c. Provide a program manager for each project funded by NGB. (In all other instances the program manager will be provided by the ARNG installation.) This program manager shall be an NGB Facility Management Engineer (FME), except that it may be another designated person for support AFSC provides directly to NGB. Correspondence, directions, meeting schedules and other activities between the Corps point of contact and the ARNG installations for each project funded by NGB will be coordinated with the designated FME. Correspondence, directions, meeting schedules and other activities between the Corps point of contact and the ARNG installations for all other projects will flow directly between the Corps and the ARNG installation.

2. ARNG Installations (States, Territories, Commonwealth of Puerto Rico, and District of Columbia)

a. Provide a program manager for each project not funded by NGB. Correspondence, directions, meeting schedules and other activities between the Corps point of contact and the ARNG installations for such projects will flow directly between the Corps and the ARNG installation.

b. Provide a project manager for each project associated with the execution of a military construction appropriation project. This project manager shall communicate with the Corps through the designated NGB program manager for the project.

c. Request all services under this PgMP funded by NGB be coordinated with their FME so that NGB may control the program and ensure proper contact with AFSC.

d. Provide reasonable notification of specific unscheduled projects (10 working days in advance, if possible) submitted for execution. Project request must include detailed requirements and any other budgetary, schedule, or other constraints.

e. Provide an overall schedule and guidance for all future projects as soon as possible after the effective date of this PgMP.

f. Participate in developing budgets, schedules, project management plans and other support parameters with SAM; participate in periodic project status line item reviews.

g. Provide project directives to SAM in writing after budgets and schedules have been finalized.

h. Provide required logistics such as site access, clearances, special transportation needs, and meeting facilities for each project.

i. Assist SAM staff in site visits and coordination meetings, data and background information gathering, preparation of scopes of work or plans, obtaining utility and real estate clearances.

j. Assist SAM in the decision to execute the project with Corps in-house staff, other geographic districts, or through contracting vehicles.

k. Provide representation on Source Selection Evaluation Boards.

3. Headquarters, US Army Corps of Engineers (HQUSACE)

a. Through the Corps Districts/Divisions, provide the ARNG with goods and/or services in accordance with the purposes, terms and conditions of this PgMP and the MOA between NGB and the Corps.

b. Provide written authorization for SAM to establish the ARNG Facilities Support Center and to execute projects at any ARNG facility throughout the U.S., its territories and the commonwealth.

c. Provide office space and logistical support for the National Guard Advisor.

d. Provide command oversight by the South Atlantic Division Regional Integration Team for all Corps efforts under this PgMP.

e. Resolve any issues between Corps Districts/Divisions that cannot be resolved at those levels.

4. South Atlantic Division (SAD)

a. Provide command oversight of the ARNG program.

b. Provide SAM with assistance in coordinating with other Corps Districts/Divisions pursuant to Engineering Regulation (ER) 5-1-10.

c. Upon request, assist SAM in coordinating technical support that is beyond SAM's capability or capacity.

d. Oversee ARNG program compliance with all applicable Corps Engineering Regulations.

5. Mobile District (SAM)

a. Provide the Program Manager (PgM) who will serve as the POC for the AFSC and who will ensure compliance with this PgMP and with the Corps' Project Management Business Process (PMBP) pursuant to ER 5-1-11. Ensure a Project Manager (PM) is assigned to execute each ARNG project, study or other engineering initiative.

b. Provide and/or coordinate Corps technical support of the PDT. This includes assessing the contract capabilities of other Corps geographic districts, particularly those with in-house or contract access to needed technical experts and requesting and coordinating the services of technical experts from other geographic districts.

c. Request a point of contact in each of the other Corps geographic districts for communications regarding support to the ARNG. Inform other geographic districts when ARNG installation within their boundaries requests support under the PgMP.

d. Provide timely and professional responses on all projects, as scheduled; prepare a Project Management Plan (PMP) for MILCON, SRM and Environmental projects.

e. Provide internal funding resource control. While some of the technical support may be provided by Corps staff outside SAM (and/or contract support, if approved by ARNG), SAM will be responsible for fund transfers within the Corps.

f. Provide NGB and the ARNG installations with quarterly cost summaries to include expenditure details to justify quarterly billings.

g. Provide ARNG and SAM chain-of-command with quarterly status reports of all projects.

h. Provide the ARNG with goods and services according to acceptable implementing arrangements, including project management plans or agreed upon standard operating procedures.

i. Assemble PDTs that include the technical, budget and contracting staff resources required to prepare scopes of work, studies, plans and specifications, government estimates, environmental and real estate documentation, conduct contract negotiations and

award, and provide quality assurance through SAM in-house, private contract resources, and/or other Corps resources.

j. Conduct site visits, scoping meetings, regulatory coordination, design review meetings, charrettes, in-progress-review meetings, line item reviews and quality assurance activities as required by the project.

k. Assign a dedicated Program Analyst to produce progress reports and maintain funds accountability. Financial reports will include information on all funds received, obligated, expended, and forecast obligations and expenditures. At each ARNG in-progress review meeting, brief the financial status and progress of the program. Provide HQUSACE a copy of the reports at least five days prior to the in-progress-review meeting. Provide a copy of the meeting minutes to the ARNG, HQUSACE and SAD.

l. In accordance with AR 130-5, provide its advice and services to ensure that all projects comply with NGR 5-1, NGR 415-10, NGR 415-5, NG Pam 415-12, NGB Design Guides, and any other appropriate NGB regulation, pamphlet, or policy letter.

6. Other Districts/Divisions

a. Notify the SAM PgM of any current work agreements they currently have directly with ARNG installations so that the SAM PgM may assess capability.

b. Provide technical support within the assigned geographical area of responsibility, when requested, and within the limits of resources and expertise.

c. Provide special expertise outside the assigned geographical area of responsibility, when requested, and when approved by appropriate organization levels.

d. Provide the SAM PgM written estimates and schedules for requested projects and participate in scoping with ARNG; prepare PMPs, as required.

e. Provide the SAM PgM with timely cost breakout details, as outlined in the PgMP and any required PMP, to justify expenditures shown on bills.

f. Provide the SAM PgM with timely, monthly progress reports and schedule statuses.

g. Provide immediate notification to the SAM PgM of any problems or anticipated problems encountered that would affect the negotiated project budget and/or schedule.

C. ACQUISITION STRATEGY

1. Projects under this program will be requested/funded primarily through Military Interdepartmental Purchase Requests (MIPR), and will be of the traditional type, i.e., real estate, study, plan, design, construct. A general, flexible plan will be used to control project flow. Upon a request by an ARNG organization for support of its SRM, Environmental or MILCON program, the PgM will initiate actions necessary to provide the support that best serves the interests of the customer, and that is consistent with the Corps' Project Management Business Process.

2. The PgM will appoint a Project Manager (PM) who will serve as the single point of contact through the life of the project. The PM will then establish a Project Delivery Team that will include the FME and a project manager for the ARNG installation and may include members from Construction Division, Engineering, Contracting, Counsel, and other organizations as needed and appropriate (including other Districts/Divisions representatives).. The PM will work with the designated FME and the ARNG installation project manager to evaluate the project and discuss acquisition strategies and execution methods that are in the best interests of the ARNG. Considerations entering into this discussion will include such factors as size and type of task, technical expertise required, availability of resources in geographic district and in SAM to support the effort, schedule constraints, economics, contracting requirements, and other factors. Consideration will be given to contracting with local 8 (a) small disadvantaged firms for those projects appropriate in size and complexity and within the contractor's capacity. As this National Guard program reaches a capacity and monetary value, justifying more robust contracting mechanisms, SAM will seek HQUSACE approval of a nationwide acquisition plan for multiple IDIQ support contracts.

3. An appropriate PMP will be developed to document the acquisition strategy, budget, schedule, and customer expectations for all MILCON projects. A short form PMP (Attachment 1) can be used for smaller SRM and Environmental projects.

4. Once an acquisition strategy meeting is held to develop consensus among PDT members as to method of execution, a PMP will be drafted. If it is decided that a project will be performed by contract, SAM will work with the ARNG to select the most appropriate contract vehicle. Existing contract capacity within the Corps will be utilized initially. Additional contract capacity will be awarded as the program requirements dictate. ARNG representation on contract selection boards will be encouraged, and the PDT, which will include ARNG representation, will screen available contractors for the various projects. However, the Mobile District Contracting Officer has the ultimate responsibility for selecting the contract vehicle.

D. SCHEDULE

Representative from SAM and NGB-ARI-CO will meet quarterly to review program status via scheduled line item reviews and to discuss other subjects of mutual interest. Within 180 days of completing a contract action, SAM will conduct an accounting action to determine the actual cost. Within 45 days of completing this accounting action, the ARNG tasking element

will be notified of the total final cost. The tasking element will provide direction as to the disposition of any excess funds.

E. FUNDING

1. The NGB (either NGB-ARI or the USPFO for the ARNG installation) will fund all costs associated with SAM's provision of goods and services for the ARNG. For engineering services provided prior to the award of a construction contract the costs will be funded on a 100% reimbursable basis. These include all costs associated with salary, travel, per diem, design contracts, studies, and programming documents including all costs to procure additional, new contract types, including A-E, Design-Build, IDIQ, and Multiple Award Task Order Contract. The NGB will also be responsible for funding related expenses, to include the guaranteed minimum funding for award as required by EFARS 16.504. For costs associated with the administration of construction contracts after award, the standard Supervision and Administration (S&A) fees charged for Army construction projects executed by the Corps (MILCON, O&M, Environmental) will be applied to ARNG Projects (MILCON, SRM, Environmental).

2. Funds for SAM program/project management, technical support, design, contract supervision and administration, construction management, and travel will be provided by the NGB. The allotment will be based on the ARNG's projection of required level of effort and SAM's estimate to provide required support to ARNG. NGB concurrence will be obtained prior to the expenditure of any NGB funds. At each quarterly ARNG in-progress-review meeting, SAM will brief the funding status and progress of the program. Financial reports will include information on all funds received, obligated, and expended, and on forecast obligations and expenditures. A copy of the reports and minutes provided to the ARNG for the semi-annual in-progress-review meeting will be provided to HQUSACE and SAD within five days of the meetings.

3. NGB-ARI shall provide all funds for the salaries and administrative costs (including per-diem costs) of AFSC members participating in NGB-funded projects and for any support (including per-diem of AFSC members) it requests AFSC provide directly to it. The USPFO of the ARNG installation shall provide all funds for all other allowable costs under the MOA.

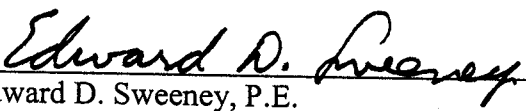
4. NGB shall not be responsible for the salary and travel of USACE, division, and district staff providing indirect oversight over the program. Direct charges to projects are appropriate.

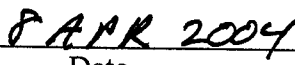
5. Within 90 days of fiscally completing a contract action, SAM will conduct an accounting action to determine the actual cost. Within 45 days of completing this accounting action, the ARNG tasking element will be notified of the total final cost. The tasking element will provide direction as to the disposition of any excess funds.

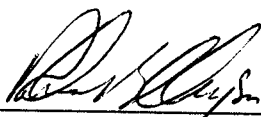
F. STATEMENT OF AGREEMENT

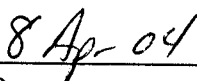
The undersigned agree to follow the provisions of this PgMP. Changes to this plan must be coordinated with and approved by the undersigned or their designated representatives.

Signatures


Edward D. Sweeney, P.E.
Colonel, National Guard Bureau
Chief, Installations Division.
Army National Guard Directorate
National Guard Bureau


Date


Robert B. Keyser.
Colonel, Corps of Engineers
District Engineer


Date

G. ATTACHMENTS

Attachment 1

Short Form PMP

Date:

PROJECT MANAGEMENT PLAN

Project : *Project Name and Location*

Customer: *Name of customer(s) including the end user*

Customer expectation: *Results expected from the effort*

Scope: *A concise description of the project scope*

Funding: *The amount of funds provided for the project and the source of funds*

Program Manager: *The program manager responsible for the overall coordination of the ARNG program with the Corps (Tommy Lightcap)*

Project Manager: *SAM Project Manager assigned to this specific project.*

Project Delivery Team: *A list of the team members associated with this particular task.*

Acquisition Strategy: *A concise description on how the project will be procured, including the design/study effort and any construction. Generally Infrastructure Studies efforts will be accomplished with Mobile District in-house resources and little or no construction effort will be involved.*

Schedule/Milestones: *A listing of dates and major milestones, beginning with the authorization document being received by Mobile District and any submittals, reviews, and project acceptance dates through fiscal close out of the effort.*

Budget: *The project budget reflecting the major efforts and the resources used. i.e. in-house design, A-E contract, construction contract, Supervision and Administration (S&A) and other funds needs.*

In Process Reviews (IPR): *A listing of review submittals and reporting requirements including the responsibilities of USACE, ARNG and the End User in the review process.*

Attachment 2

Points of Contact

1. National Guard Bureau

Primary

Major Adrian Nagel, Chief Construction Branch

Army National Guard Installations Division

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Alternate

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2. Mobile District

Primary

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U.S. Army Corps of Engineers, Mobile District

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Alternate:

Rhonda Wall

National Guard Project Manager

Military Project Management Branch

U.S. Army Corps of Engineers, Mobile District

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3. HQ USACE

Primary:

Larry Romett

ARNG Program Manager, South Atlantic Division Regional Integration Team

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Alternate

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National Guard Advisor

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Attachment 3

Acronyms

AFSC	Army National Guard Facilities Support Center
ARNG	Army National Guard
EFARS	Engineering Federal Acquisition Regulation Supplement
ER	Engineering Regulation
FME	Facility Management Engineer
HQUSACE	Headquarters, US Army Corps of Engineers
IDIQ	Indefinite Delivery Indefinite Quantity
IPR	In Progress Review
MILCON	Military Construction
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
NGB	National Guard Bureau
NGB-ARI	National Guard Bureau, Army Installations Division
NGB-ARI-CO	National Guard Bureau, Army Installations Division, Construction Branch
O&M	Operation and Maintenance
PDT	Project Delivery Team
PgMP	Program Management Plan
PMBP	Project Management Business Process
PM	Project Manager

PMP
SAD
SAM
SRM

Project Management Plan
South Atlantic Division, US Army Corps of Engineers
Mobile District, US Army Corps of Engineers
Sustainment, Restoration, and Maintenance